

DEPARTMENT OF NATURAL RESOURCES

POSITION DESCRIPTION

Classification: Forester – Advanced

Working Title: Tax Law Policy Specialist

Location: Madison or Rhinelander

POSITION SUMMARY: The Tax Law Policy Specialist leads program management and statewide policy development for the Tax Law programs. This position provides expertise for the Division in forest tax law, setting the pace for the Division through leadership, innovation, adaptation, best practices, and transfer of knowledge. This position provides principal staff expertise and programmatic guidance for internal staff and external partners. Responsibilities include critical analytical review of forest tax law programs by researching, developing and implementing statewide operational policy, and analyzing and evaluating compliance with the statutes, administrative codes and handbook requirements.

LOCATION, GEOGRAPHIC SCOPE AND TRAVEL REQUIREMENTS: This position is located in either Madison or Rhinelander with responsibilities statewide. Regular travel within the state is required.

SCOPE OF AUTHORITY: This position works under the general direction of the Tax Law Section Chief within the Forestry Field Operations Bureau and has regular interface with the Tax Law Operations Specialist, the Tax Law Compliance Specialist, and the Tax Law Administration Coordinator.

GOALS & ACTIVITIES:

40% A. Forest Tax Program Coordination

- A1. Serve as the program lead for Forest Tax by providing overall guidance and program administration for the forest tax program working closely with program staff, Department Attorneys, and Department leadership.
- A2. Lead and coordinate meetings.
- A3. Participate on the Tax Law Leadership Team, providing direction and bringing issues from the forest tax program.
- A4. Ensure day to day processes, procedures and work tasks are being met.
- A5. Coordinate the preparation of correspondence for the Governor's Office, legislators, the Secretary's Office, other public officials and citizen inquiries regarding the Forest Tax Law policies and applications.
- A6. Utilize WisFIRS inventory system for data analysis.

40% B. Forest Tax Policy and Program Development

- B1. Initiate policy development associated with all requirements of the forest tax law program.
- B2. Evaluate and develop user-friendly business processes and existing operational policies for internal and external users and insure that policies complement field work and stand evaluation.
- B3. Analyze and evaluate legal and policy interpretations, determinations and decisions with Legal Services as they relate to processing and implementing the forest tax programs.
- B4. Answer complex questions interpreting tax law operational policies, procedures and regulations for field staff, Department of Revenue officials, town assessors, legislators

and their assistants, private attorneys and the public in all phases of tax law administration and accountability.

- B5. Evaluate the application and incorporation of silvicultural practices, ecosystem management, biodiversity and multiple use management in tax law plans and interpret their policy impacts on forest tax law lands as it relates to operation of the tax law programs.
- B6. Lead collaborative effort in NR 46 Administrative Rule activities and updates such as public hearings and Natural Resource Board presentations.
- B7. Collaborate with the Tax Law Section to update the Forest Tax Law Handbook.

10% C. Public/Customer Awareness & Outreach Services

- C1. Author, edit and publish information targeted to landowners, local officials and partners, addressing forest land management and stewardship issues, proposed hearings, latest yield rates, and forest tax law changes and regulations that impact them.
- C2. Explain complex forestry principles and Forest Tax Law policy to a multitude of audiences to insure compliance and understanding.

10% D. Liaison with Internal & External Partnerships

- D1. Serve on internal teams and establish relationships with other programs to advance the Division's and Department's interests. Represent the Bureau, Division, and Department on teams and committees that are studying and evaluating operational policies of the forest tax laws.
- D2. Work with external partnership including forest industries, environmental groups, recreational interests and elected officials to gain understanding and support for forestry, forestry objectives, and natural resources organizations

KNOWLEDGE, SKILLS AND ABILITIES:

Upon Appointment:

- 1. Knowledge and skill related to policy development, implementation, monitoring, and evaluation.
- 2. Leadership skills related to program management and administration.
- 3. Knowledge related to public awareness.
- 4. Community outreach skills.
- 5. Interpersonal and collaboration skills.
- 6. Customer service skills.
- 7. Oral and written communication skills.
- 8. Knowledge and skill in using word processing software to produce finished documents, spreadsheet software to tabulate and/or analyze data, presentation software to convey information to groups, air photo interpretation, and email software necessary to communicate with others. Programs used may include; MS Word, MS Excel, Arcview, GIS, and PowerPoint.

Full Performance:

- 9. Working knowledge of the WisFIRS inventory system
- 10. Knowledge and skills related to applied and field forestry.
- 11. Knowledge of forest management principles and procedures including silviculture, forest ecology, forest economics, inventory and analysis techniques, and remote sensing.
- 12. Knowledge of department forestry policies and programs, including the forest tax laws,

and other relevant statutes, rules, handbooks, and policies.

13. Knowledge and skill using database software and field applications.
14. Knowledge of Great Lake States silvicultural prescriptions, harvesting methods and systems.
15. Knowledge of forest industry facilities, utilization standards, management commitments, and administrative and field staff.

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL FACTORS:

Strength requirements for the position are on a continuum: Sedentary work (exerting up to 10 pounds of force and/or a negligible amount of force) for 100% of the time. Physically, the position has no physical requirements; however, sitting at a computer will be done over 75% of the time.

Equipment Used: Computer, fax machine, printing equipment, calculator, copier, telephone, cell phone, vehicles

PD Addendum of WI DNR Competencies

Service Excellence for Customers & Partners

- Make excellent customer/partner service a top priority and actively seek to improve it.
- Work to identify and understand the needs of others and strive to create the most value for them, focusing on their satisfaction.
- Responsive to changes in customer/partner goals, deliver on promises, follow-up appropriately thus service delivery is marked by fairness, integrity, high ethical standards and the utmost respect for others in order to generate trust as an outcome.
- Actively seeks to achieve results that best strike the balance with the Division's service role and regulatory authority with the customer/partner goals.

Effective & Fair Decision Making

- Analyze situations fully and accurately to reach productive, and where appropriate, uniform decisions. Consult appropriate parties/stakeholders as necessary and identify the key concerns and/or issues that need to be addressed in order to make the best decision possible.
- Discern the pertinent facts and develop clearly based objective criteria.
- Make timely, well-reasoned decisions by integrating information and perspectives appropriately.
- Evaluate the immediate and longer-term consequences of decisions.
- Use sound professional judgment in their analyses and decisions.

Effective Communication

- Express ideas in a clear, concise, and effective manner, both orally and in writing.
- Ability to present, facilitate and instruct as part of staff meetings and partner activities.
- Use correct grammar and sentence structure in communications.
- Strong listening skills, particularly when different viewpoints are expressed.
- Openly share information, transparent and keep all concerned parties informed.

Interpersonal Relationships & Partnership Building

- Build and effectively utilize relationships and influence networks to achieve goals.
- Share knowledge and build trust with colleagues, managers and external partners.
- Tactful when dealing with sensitive issues and personalities.
- Exercise social intelligence: have a high level of self-awareness, are aware of impact on others.
- Work through complex situations effectively, diplomatically and with sensitivity without losing credibility or trust.
- Recognize sensitive information and exercise discretion.
- Approach professional conflicts in a constructive manner. Refrain from personal attacks and excessive emotions.
- Demonstrate sound judgment under pressure and retain focus on desired business outcomes in difficult conditions.
- Proactive in addressing problems.
- Exemplify the commitment to the DNR's core value of respect- to work with people, to understand each other's views and to carry out the public will; maintain integrity and treat everyone with fairness, compassion, and dignity.

Demonstrates Leadership

- Establish vision, set direction and initiate strategy by analyzing forces and trends that impact the program. Anticipates future needs, challenges and identifies potential options and constraints; critically evaluates information to promote the most effective position.
- Identify the implications of decisions and actions on people, other parts of the organization, external partners and customers. Understand the abstract and think in terms of whole systems and complex interrelationships. Synthesize large, disparate bodies of information.
- Mobilize staff to face and tackle tough challenges. Facilitate staff through the change process by helping them to navigate loss and work through discomfort so that they can adapt to emerging conditions and see the potential within broader organizational strategies and priorities.
- Establish formal and informal relationships with others to provide feedback, information, support and resources to help them develop new or higher levels of skill and ability.
- Empower others to reach higher levels of performance through trust, delegation, participation and coaching.
- Provide direction, support and encouragement amongst their team colleagues and partners.
- Hold up high standards of excellence towards the accomplishment of desired outcomes and objectives.
- Inspire confidence and respect which is motivating for others, builds positivity; keep the team cohesive and partners confidently engaged.